

## **SUPPORT TO THE HIV/AIDS RESPONSE IN ZAMBIA II (SHARe II)**



**Quarterly Report**  
**Period: April 1, 2011 – June 30, 2011**

**Contract No: GHH-1-00-07-00059-00**  
**Task Order No: GHH-1-02-07-00059-00**

**Submitted to USAID/Zambia**  
**July 29, 2011**



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## Acronyms

AB	Abstinence, Be Faithful
AIDS	acquired immunodeficiency syndrome
ART	anti-retroviral therapy
CA	cooperative agreement
CAPAH	Coalition of African Parliamentarians against HIV & AIDS
CBA	cost-benefit analysis
CBO	community-based organization
CDC	Centers for Disease Control and Prevention
CHAMP	Comprehensive HIV/AIDS Management Program
COP	Country Operating Plan
CT	counseling and testing
DATF	District AIDS Task Force
DCoP	Deputy Chief of Party
FAWEZA	Forum for African Women Educationalists in Zambia
FAZ	Football Association of Zambia
FBO	faith-based organization
GBV	gender-based violence
GDA	Global Development Alliance
GRZ	Government of the Republic of Zambia
HIV	human immunodeficiency virus
HMIS	health management information system
HOC	House of Chiefs
HR	human resources
JSI	JSI Research & Training Institute, Inc.
IGA	income-generating activity
IMSF	Inter-Ministerial Stakeholders Forum
IR	Intermediate Result
KAP	knowledge, attitudes and practices
LAZ	Law Association of Zambia
LBF	Lower Business Forum
LTA	Livingstone Tourism Authority
MACO	Ministry of Agriculture and Cooperatives
MC	male circumcision
MCP	multiple and concurrent partners
M&E	monitoring and evaluation
MHA	Ministry of Home Affairs
MP	Member of Parliament

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MTC	Ministry of Transport and Communication
MTENR	Ministry of Tourism, Environment and Natural Resources
NAC	National HIV/AIDS/STI/TB Council
NARF	National HIV/AIDS Reporting Framework
NASF	National AIDS Strategic Framework
NGO	nongovernmental Organization
NRFZ	National Royal Foundation of Zambia
OD	organizational development
OHPS	Other Policy Analysis and System Strengthening
OVC	orphans and vulnerable children
PATF	Provincial AIDS Task Force
PC	palliative care
PEP	post-exposure prophylaxis
PEPFAR	President's Emergency Plan for AIDS Relief
PLWH	people living with HIV
PMTCT	prevention of mother-to-child transmission
PPP	public-private partnership
RRF	Rapid Response Fund
SHARe	Support to the HIV/AIDS Response in Zambia
SHARe II	Support to the HIV/AIDS Response in Zambia II
SO	strategic objective
SSCI	Seed Certification and Control Institute
TOR	terms of reference
USAID	United States Agency for International Development
USG	United States Government
ZamAction	Zambia Action against HIV/AIDS
ZAWA	Zambia Wildlife Association
ZBCA	Zambia Business Coalition on HIV/AIDS
ZDHS	Zambia Demographic and Health Survey
ZSBS	Zambia Sexual Behavior Survey
ZHECT	Zambia Health and Education Communication Trust
ZINGO	Zambia Interfaith Networking Organization
ZWAP	Zambia Workplace HIV/AIDS Partnership

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## I. Program Overview

The USAID-funded Support to the HIV/AIDS Response in Zambia II (SHARe II) project was signed on November 9, 2010 for a five-year period extending through November 4, 2015. SHARe II is implemented by John Snow Inc. (JSI) and partners: Initiatives Inc; LEAD Program-Zambia; Zambia AIDS Law Research and Advocacy Network (ZARAN); Zambia Interfaith Networking Organization on HIV (ZINGO); and Zambia Health Education and Communication Trust (ZHECT).

### *SHARe II Project Purpose*

The purpose of the SHARe II project is to support and strengthen the multi-sector response to HIV/AIDS and contribute to the achievement of the USAID/Zambia Mission Strategic Objective 9 (SO9): Reduced impact of HIV/AIDS through Multi-Sector Response. The program works through strategic coalitions and partnerships with the National AIDS Council (NAC) and other stakeholders to support Zambia's HIV/AIDS response efforts, and contribute towards the attainment of the GRZ's vision of a 'nation free from the threat of HIV/AIDS'.

### *SHARe II Vision and Mission*

The SHARe II Vision is an enabling environment that supports an equitable and sustainable HIV/AIDS multi-sectoral response at all levels. The SHARe II Mission is to serve as a catalyst in the development of a sustainable HIV/AIDS multi-sectoral response at all levels, through innovative leadership involvement, an improved policy and regulatory environment, effective structures for coordination, collaboration and technical support, and enhanced workplace programs, to reduce the impact of HIV/AIDS in Zambia

### *SHARe II Project Goal*

SHARe II's Goal is to support the GRZ's vision of "a nation free from the threat of HIV/AIDS," and work in partnership with the NAC and other GRZ agencies and institutions, Cooperating Partners, and other stakeholders and partners to support efforts to mitigate the impact of HIV/AIDS in Zambia

The SHARe II project addresses the following Intermediate Results (IRs) under SO9 in the USAID/Zambia Country Strategic Plan FY2004 – 2010:

***IR9.1 Reduced HIV/AIDS Transmission:*** Including HIV/AIDS prevention through workplace programs;

***IR9.2 Improved Care and Support for People living/affected by HIV/AIDS:*** Including support to PLHIV groups, stigma reduction, and human rights advocacy for people living/affected by HIV/AIDS, especially females, and promoting care and support through workplace programs;

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**R9.3 Strengthened capacity of key sectors to mitigate the HIV/AIDS Impact:** Including support to coordinating structures at National, Provincial & District level; and

**IR9.4 Improved Policy and Regulatory Environment:** Including advocacy for improved policies and actions, and support to development of HIV/AIDS workplace policies.

## **SHARe II Project Objectives**

To achieve success toward realizing these IRs, SHARe II has the following four project objectives or tasks:

- Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment;
- Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response;
- Objective 3: Strengthen and expand HIV/AIDS workplace programs;
- Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders

## **II. Activities Undertaken During the Quarter by Objective**

### **Objective 1: Strengthen and Expand Leadership Involvement in HIV/AIDS and Improve the Policy and Regulatory Environment**

Through this objective, SHARe II will strengthen and improve the overall HIV/AIDS response environment to enable and facilitate the scale-up of a sustained and appropriate, multi-sectoral HIV/AIDS response, through engagement, mobilization and equipping of leaders at all levels with the necessary skills to be effective change-agents, and through strengthening and supporting the enactment, formulation, and implementation of appropriate HIV/AIDS-related policies and laws.

#### **1. Strengthen and Expand Leadership Involvement**

Through this objective, SHARe II will strengthen and improve the overall HIV/AIDS response environment to enable and facilitate the scale-up of a sustained and appropriate, multi-sectoral HIV/AIDS response, through engagement, mobilization and equipping of leaders at all levels with the necessary skills to be effective change-agents, and through strengthening and supporting the enactment, formulation, and implementation of appropriate HIV/AIDS-related policies and laws.

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## Identifying Stakeholders and Agreeing Mechanisms of Collaboration

During the quarter under review SHARe II carried out a number of activities with key HIV/AIDS Leadership stakeholders to lay the groundwork for full-scale implementation. A large part of the work done in the April – June 2011 quarter was identifying the key partners that SHARe II is going to work with, identifying areas of collaboration, spelling out roles and responsibilities and/or drafting Memoranda of Understanding (MoUs) with these partners, where applicable. The following activities were carried out:

### HIV/AIDS Leadership Support to Traditional Leaders

SHARe II plans to strengthen the traditional leadership in Zambia to lead chiefdom level HIV/AIDS responses and also to act at national level to be an advocacy voice for the people of Zambia on issues of HIV/AIDS. SHARe II plans to work with traditional leadership at two levels: at national level through the National Royal Foundation of Zambia (NRFZ) and/or House of Chiefs (HOC) and individual chiefdom-level to build leadership capacities in selected chiefdoms. After much consultations with stakeholders and the two bodies SHARe II has decided to work with the NRFZ. SHARe II plans to work with 20-25 individual chiefdoms – these chiefdoms will be co-located with a number of focus districts that will receive enhanced technical support in coordinating and managing local HIV/AIDS responses for maximum impact. SHARe II hopes to build the groundwork for smoother implementation of HIV/AIDS services by USG and other implementers in these districts and chiefdoms by building HIV/AIDS leadership capacities and skills.

**National Royal Foundation of Zambia (NRFZ):** Recognizing the leadership role that chiefs can play in the HIV/AIDS response in Zambia, SHARe II initiated contacts with the NRFZ Executive Committee through Women for Change (WFC), the organization that is currently housing the NRFZ Secretariat. Like the House of Chiefs (HOC), the NRFZ is a body that represents chiefs from all the nine provinces of Zambia. The HOC is responsible for the policy making and administrative aspects of the affairs of chiefs and is quasi-governmental. The NRFZ is an independent membership organization for chiefs that operates as a non-governmental organization and in this regard, is independent of government control and plays an important role of advocacy on behalf of the chiefs and also importantly on behalf of the Zambian people. There are 10 Executive Committee members drawn from each of the 9 provinces of Zambia. The 10th member is the chairperson of the House of Chiefs. He sits on the Executive Committee of NRFZ as a representative of the HOC. This helps in harmonization of activities of the NRFZ and that of the House of Chiefs.

During the quarter under review SHARe II invited all 10 NRFZ executive committee members to a preliminary meeting to introduce the SHARe II HIV/AIDS leadership scope of work and explore modalities of collaboration. All confirmed attendance for a meeting next quarter.

**Support to Selected Focus Chiefdoms:** SHARe II will work with selected chiefs to improve their skills and knowledge on HIV/AIDS. These will include members of the executive committee of the NRFZ and others who will show willingness and leadership to move the HIV/AIDS agenda forward. SHARe II will provide assistance to these change-agents to build their HIV leadership capacities and skills to address local drivers of the epidemic, and to mainstream HIV in their plans and activities. In this respect, SHARe II started preparations for selecting chiefdoms to work with and to revise the Organizational Capacity Assessment (OCA) tool developed under SHARe I to suit chiefdoms. The OCA tool had to be revised because SHARe II realizes that systems in the communities work differently from the formal organizations and the standard



OCA tool would not be suitable. Working with the M&E team in SHARe II, a community assessment tool to assess HIV/AIDS Leadership competencies among leaders was also developed.

During the quarter under review, SHARe II began the selection process for the 20-25 chiefdoms from all the nine provinces using a matrix of factors as selection criteria, including HIV prevalence, geographic spread, existing working relationship in other SHARe II programs, possibility of synergies with other USG implementers, and availability of HIV/AIDS programs and services (to address the issue of equity). The selected chiefdoms so far include the following:

	<b>Chief</b>	<b>Province</b>
1	Senior Chief Inyambo Yeta	Western -Sesheke
2	Chieftainess Chiawa	Lusaka – Chongwe
3	Chief Mumena	N/Western – Solwezi
4	Senior Chief Mukuni Munokalya	Southern – Kazungula
5	Chief Chitambo	Central - Serenje
6	Chieftainess Shimukunami	Copperbelt - Lufwanyama
7	Senior Chief Nzamane	Eastern - Chipata
8	Chief Chisunka	Luapula – Mansa
9	Senior Chief Mwamba	Northern – Kasama
10	Chief Madzimawe	Eastern – Chipata
11	Senior Chief Nalubamba	Southern - Namwala
12	Chief Chikanta	Southern - Kalomo
13	Chief Amukena	Western - Kaoma
14	Chief Ndungu	Zambezi – North Western
15	Chief Sekute	Southern – Livingstone
16	Chief Mwewa	Luapula – Mansa

Enhanced technical support will be provided to these focus chiefdoms and districts to help build model districts and chiefdoms that can be used as demonstration sites for other. SHARe I successfully developed 3 model chiefdoms (Mbeza, Nzamane and Mwewa) and SHARe II is expanding the concept to include the district to facilitate linkage of the chiefdom response to the district response as a sustainability measure. A package of technical support will be provided to the chiefdoms on an as needed basis, including the following: Capacity building in providing HIV/AIDS leadership at the local level, including support and tools to assist in correct HIV/AIDS messaging; Technical support for leadership in identifying local solutions to the local drivers of HIV/AIDS and allocating local resources for the chiefdom HIV/AIDS response; Training of selected traditional leaders as champions both at the local level and the national level, initially to build their own awareness and later to speak out on issues of HIV/AIDS; and Technical support and mentorship for each focus chiefdom in the process of developmental strategic planning that mainstreams HIV/AIDS as a key developmental issue. The district will receive DATF strengthening and support to improve response coordination and management.

### **HIV/AIDS Leadership Support for the Private Sector HIV/AIDS Response**

**Zambia Federation of Employers (ZFE):** SHARe II held a preliminary meeting with representatives from the Zambia Federation of Employers (ZFE). ZFE, the Trade Unions, Ministry of Labour and Social Security form the Tripartite group which represents workers, the employers and the government. ZFE was formed in 1966

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under the Industrial and Labour Act. It has a membership of 300 private sector companies (mines, commercial banks, communication companies etc) and 3000 independent members – membership is voluntary. Its mandate is to look out for the interests of employers. After the meeting and presentation from SHARe II ZFE, has expressed an interest to include coordination of the private sector HIV/AIDS response in their mandate. The meeting laid a foundation for future collaboration and dialogue. As a way forward, it was agreed that SHARe II would assist ZFE to review its strategic plan to explore how the private sector HIV/AIDS response coordination role can be incorporated. The defining of the HIV/AIDS workplace functions of ZFE will help provide a strong private sector HIV/AIDS response that will have very high-level management buy-in. It was agreed that the meeting was to be followed up by a meeting with the tripartite group so that roles and responsibilities of SHARe II and the Tripartite be spelt out. SHARe II will work with this group to strengthen the leadership capacity of this group to enable them lead the HIV/AIDS response in the workplace.

### **HIV/AIDS Leadership Support for the Public Sector HIV/AIDS Response**

**Public Service Management Division (PSMD):** SHARe II held talks with PSMD to discuss their role in strengthening public sector workplace programs and the leadership role that Cabinet Office can play in the HIV/AIDS response. Implementing sustainable and effective public sector workplace programs is a challenge - a key reason for this situation is the lack of HIV/AIDS leadership at decision-making levels. SHARe II plans to work closely with Permanent Secretaries and other leaders in the public sector to make them understand that they have a sectoral responsibility in the HIV/AIDS response and get their buy-in to workplace HIV/AIDS programs. The aim of this support is to enable these leaders to begin to make bold decisions that are favourable to the public sector response in Zambia. A key aspect of achieving this may include assigning a dedicated HIV/AIDS Coordinator position for each ministry. The PSMD, as the HR wing of the public sector in Zambia, not only has the authority to designate dedicated HIV/AIDS Coordinators, but also has the responsibility to provide overall leadership to the public sector HIV/AIDS response. By working with the PSMD, engaging the Permanent Secretaries, and hopefully Cabinet Office, SHARe II hopes to get high-level support for the public sector HIV/AIDS response and as well as get support for Ministry-level workplace HIV/AIDS programs.

### **HIV/AIDS Leadership Support for Influential Opinion-Leaders**

**Zambia Association of Musicians (ZAM):** Building on the success of the previous SHARe II project where work was done with influential young opinion leaders, a meeting was held with the executive members of the Zambia Association of Musicians. SHARe II wanted to learn more about the Association, what they stood for, what value they offered their members and how they see themselves playing a role in the HIV/AIDS response. SHARe II sees an opportunity of strengthening the Association and working through them to reach out to their members with HIV/AIDS messages that impact positively on the community. SHARe II expects to build HIV/AIDS messaging and leadership capacity in a core group of these musicians so that USG and other implementers may partner with them to widen the reach of their programs and messages.

### **Development of a HIV/AIDS Leadership Training Manual**

SHARe II is building the capacity of leaders to understand and address issues of HIV/AIDS to enable them reach out to their constituencies with correct messages and to enable them to lead by example. We also expect that as capacity is built, it will enable leaders to identify local community resources and/or advocate

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for more local national resources towards the community HIV/AIDS response. In order for the leaders to do this, they need to be trained in selected areas such as messaging, advocacy, issues of gender as it relates to HIV, HIV-related stigma and discrimination. A key aspect of SHARe II support is sustainability and ensuring that community build skills and capacity that will enable them to initiate and sustain local development. SHARe II is developing a training manual and curriculum that will cover some of these topics, building on the HIV/AIDS Leadership Messages already developed, to ensure correct and consistent messaging, across all leadership categories.

### **HIV/AIDS Leadership: Collaboration and Coordination**

**Identifying implementers providing support in the area of HIV/AIDS Leadership:** SHARe II is mandated to collaborate and coordinate with other implementers providing support in HIV/AIDS leadership. During the quarter under review SHARe II made contact with a number of partners implementing HIV/AIDS Leadership programs. These included both USG-funded and non-USG-funded projects. This initial contact was to prepare for a larger meeting to be held in the next quarter. The meeting will help SHARe II have a clear understanding of the HIV/AIDS leadership areas that are currently receiving full support from other implementers so that SHARe II can appropriately direct efforts to areas where support is less or lacking. SHARe II will also explore the feasibility of developing an HIV/AIDS Leadership Forum that would meet regularly and provide an opportunity for networking, sharing information and best practices, and possibly facilitate combined or collaborative activities.

**Collaboration with other USG partners:** SHARe II is a member of the IEC/BCC Coordination Forum that is spearheaded by CSH. SHARe II staff participated and made a presentation to the IEC/BCC meeting organized by CSH. Other partners who participated include ZPCT II, STEPS-OVC, ZISSP, and SFH. All these partners made presentations on IEC activities they had undertaken in the previous quarter. A newsletter will be produced by CSH on activities done.

### **Support to Local NGO-Partner ZINGO**

The Zambia Interfaith Networking Group on HIV/AIDS (ZINGO) is an umbrella organization that works with faith mother bodies to coordinate the faith-based HIV/AIDS response. SHARe II recognizes the importance and strategic position of faith-based organizations in the fight against HIV/AIDS. The majority of Zambian churches and their congregants are members of one of the seven faith-based mother bodies that work with ZINGO to coordinate the faith-based HIV/AIDS response. The SHARe project which ended in 2010, worked with ZINGO to strengthen its capacity to coordinate the faith-based HIV/AIDS response. ZINGO is one of the four SHARe II local partners and a key aspect of the ZINGO scope of work under SHARe II will focus on building HIV/AIDS leadership competencies among religious leaders in Zambia. The following activities were supported during the quarter under review:

**Review of ZINGO Work plan and Assisting ZINGO with staff recruitment:** SHARe II staff met with ZINGO to review the work done so far, to plan timing of activities and to discuss areas of the work plan that will be directly funded by SHARe II. Plans are underway to hold a meeting with the church mother bodies to introduce SHARe II and discuss how SHARe II will support and work collaboratively with ZINGO to carry out HIV/AIDS Leadership and Advocacy work. It will be an opportunity for SHARe II to meet with the mother bodies and get to know what they are doing, in order for SHARe II to provide the best technical support.

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SHARe II assisted ZINGO to interview candidates for the HIV/AIDS Leadership Program Officer. A candidate was selected and has now taken his position at ZINGO. SHARe II assisted in reviewing the new OCA tool that ZINGO plans to use for its partners.

### **Support towards the AGOA Forum**

SHARe II had an opportunity to accompany a Senate Staffer, Chelsea Cole Thomas, International Trade Adviser, Senate Finance Committee, Washington DC who came for the African Growth and Opportunity Act (AGOA) conference to see first-hand the activities that USAID partners are doing in Livingstone. She visited the Chilli farm project in Chief Mukuni's area. She also visited Simoonga village where she met with the Community Supporters trained by SHARe I. Simoonga is a village just outside Livingstone where some of the workers in the lodges owned by the Tourism PPP come from. The previous SHARe project worked with the Simoonga community to implement programs and activities aimed at HIV prevention and mitigation, and general community health improvement.

## **2. Improve the Policy and Regulatory Environment**

During the quarter under review, SHARe II carried out the following activities in the Policy and Regulatory environment area:

### **Formulation of the National Alcohol Policy**

SHARe II is the Ministry of Health (MOH) technical support lead in the formulation process for the National Alcohol Policy. During the first quarter, SHARe II, under the chairmanship of the MOH, provided technical leadership in the development of a clear alcohol policy formulation roadmap; in constituting a technical committee for in depth work on the policy; in drawing up the terms of reference for the technical committee; and ensuring stakeholders were updated on progress and the way forward.

During the quarter under review, SHARe II continued providing leadership and support to the process. SHARe II provided technical leadership to the technical committee when it met in between stakeholders meetings. Two multi-sectoral and multidisciplinary stakeholders meetings involving the civil society, private sector and public sectors, were held in the period under review. These meetings concluded the part of the formulation process for broad stakeholder consultations and inputs to the process. The policy formulation process has reached a very advanced stage and has now reached the stage where it is undergoing circulation to public sector line ministries in order for them to add their final edits to their sectoral mandates and responsibilities with regard to alcohol, before the final consultative meeting can be held.

The next steps will involve holding the final stakeholders meeting to validate the policy after submissions by the public sector; incorporating the final edits; and finally submitting the policy to the Cabinet Liaison Committee for approval. This part of the process will be completed during the next quarter, should progress tie-in with what was outlined in the roadmap.

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## Revision of the National HIV/AIDS Policy

SHARe II is the National HIV/AIDS/STI/TB Council (NAC) technical support lead in the process for the review and revision of the National HIV/AIDS Policy. This area represents a key Task I deliverable for SHARe II and an important deliverable for the overall HIV/AIDS response in Zambia. During the quarter under review SHARe II had consultations with both the NAC and MOH with a view to initiating the process of reviewing the National HIV/AIDS Policy. Based on these meetings SHARe II began the process of developing a concept note on the review of the policy, which will be presented to a small team chaired by MOH, during the next quarter. The main deliverable of the presentation of the concept note will be to propose the formation of the National HIV/AIDS Policy Review steering committee and to develop terms of reference for the steering committee. The steering committee, with technical support and leadership from SHARe II, under the overall leadership of NAC and the MOH, will then develop the roadmap and disseminate it within the public domain, to invite participation from key stakeholders in the policy review process. We anticipate that the process to review the process will take 2-4 years, including assessment of the implementation of the current policy, making revisions to the policy and finally presentation of the policy to Cabinet Liaison Committee for approval. The rate of progress will to a large degree depend on the level of commitment from NAC and MOH.

## Formulation of the National HIV/AIDS Workplace Policy

A key activity for SHARe II is to provide support to NAC in the formulation of the National HIV/AIDS Workplace Policy. By the time SHARe II was awarded in November 2010, the formulation process had already commenced and was well under way, under the leadership of the Ministry of Labor and Social Security (MLSS). A consultant has been hired to work on the policy and SHARe II made efforts to get engaged in the process during the last quarter and the quarter under review. SHARe II has had consultative meetings with both NAC and MLSS in order to establish the status of the formulation process, the possibility of gaining entry into the process and providing positive and helpful inputs. During the last meeting, the MLSS revealed that there is no clear roadmap and time frame attached to the process and also that the current process does not allow for much stakeholder consultation or room for stakeholders to provide input. In the light of this situation, in the meeting held between SHARe II and MLSS chaired by the Permanent Secretary from MLSS, it was agreed that SHARe II will get involved with the process in order to offer the much needed technical assistance, including support in the formation of a steering committee to spearhead the policy development; support in developing of a clear roadmap; and support in establishing a stakeholders' forum to allow stakeholders room to provide input to the policy.

## Tracking the Status of HIV/AIDS Policies in the Public Sector

A major gap in the HIV/AIDS response in Zambia is the poor performance of the public sector in fully responding to the HIV/AIDS response. SHARe II is providing support towards re-vitalizing the public sector response in a number of ways including providing HIV/AIDS leadership capacity building and support, providing support in policy development, and support in implementing workplace-based HIV/AIDS program in 10 ministries. From a policy technical support angle, SHARe II has embarked on the process of collecting baseline data regarding the status of HIV/AIDS policies in the public sector. Once this is done a more detailed technical assistance plan will be developed which will be used to offer evidence-based technical assistance to address gaps.

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## Legal Guide for Non-Parliamentarians Participation in the Law Making Process

A key gap identified through SHARE I evaluations and from other external sources is that civil society in Zambia does not fully participate in policy formulation and law-making processes related to HIV/AIDS. To contribute to addressing this gap and assist civil society to become fully engaged in law-making processes and to do so at the right times, SHARE II has developed a Legal Guide for Participation in the Law Making Process in Zambia for Non-parliamentarians. The Legal Guide provides basic and simplified information to civil society organizations and citizens on how they can actively participate in the legislative process. The main purpose for the Legal Guide will be to increase on the number of civil society organizations involved in the legal reform process in the area of HIV/AIDS in Zambia and enable them to contribute effectively to efforts aimed at improving the legal and policy environment as it relates to HIV/AIDS in Zambia. SHARE II held consultative meetings with the deputy speaker of the National Assembly of Zambia (NAZ) in the development of the Legal Guide and in the third quarter will hold a stakeholders meeting to review the Legal Guide, to allow policy and legal stakeholders to provide input. We expect to have a final version of the Legal Guide for submission to USAID for final edits and comments, and concurrence to print.

## Technical Support to NAC and the Gender in Development Division GIDD in Gender Mainstreaming

An important aspect of SHARE II support to NAC is in the area of Gender and HIV/AIDS. SHARE II facilitated a meeting at the Gender in Development Division (GIDD) to explore avenues for collaborative action and finding ways in which GIDD and NAC capacities can be strengthened to mainstream gender and human rights in line ministries' work plans, using technical capacities available in SHARE II in this area. Follow up meetings with the Permanent Secretary and two directors have been set for the next quarter. During the quarter under review plans of action for GIDD, NAC and SHARE II were harmonized to facilitate collaboration and technical assistance, and ultimately enhance impact.

SHARE II is currently providing technical assistance in developing tools to be used to operationalize the gender score-card (developed and launched in 2009). These tools will be used to assess the extent of gender mainstreaming in sector plans, strategies, programs and budgets. Impetus and urgency to this process is provided by the Anti-Gender Based Violence Act, which was enacted in April 2011. SHARE II has embarked on an exercise of interpreting the Act so that some of its provisions are incorporated into the training materials being developed.

## Support to Local NGO-Partner ZARAN

**Stakeholder's consultative meeting on HIV related Legislation:** SHARE II participated in local NGO partner ZARAN's stakeholders meetings on HIV law reform held on 27 May 2011 and 27 June 2011. The meetings were attended by 30 organizations with representatives from the National Assembly, the Judiciary, Prisons Service Commission, government ministries, quasi-government agencies, civil society organizations, faith based organizations and donor agencies. The main purpose for the stakeholders meetings was to avail the partners an opportunity to provide an input on the paper prepared by ZARAN on legislating HIV in Zambia. The paper highlighted two strategies on legislating HIV in Zambia; the first recommendation focused on having an omnibus legislation, which would entail a HIV-specific statute, and the second strategy was that of mainstreaming HIV legislation in the relevant pieces of legislation. The stakeholders recommended that the



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second strategy be implemented which would entail mainstreaming HIV in relevant legislation. A follow-up stakeholders meeting would be held in the third quarter to set priorities on HIV law reform in Zambia and prepare an implementation plan.

**Finalization of the ZARAN LAW Review:** SHARe II also participated in local NGO partner ZARAN's stakeholders meetings to finalize the Legislation Project which was an activity started in the previous SHARe project where ZARAN reviewed thirty six (36) pieces of Zambian legislation that had an impact on the HIV and AIDS response and people living with and affected by HIV/AIDS. The main purpose of the project was to make recommendations to policy makers and legislators with a view to achieving a comprehensive legal framework that protects the rights of people living with and affected by HIV. As a result of the wide consultative meetings that were held the final law review document only analyses twenty two (22) pieces of legislation as opposed to the 36 initially identified and the twenty-four (24) identified in 2010. The main reasons for the reduction in the number of pieces of legislation for law review is that some of the provisions in the statutes identified have been amended by new statutory provisions, while other statutes were considered to have no significant bearing on the HIV/AIDS response. In the third quarter ZARAN shall hold consultative meetings with the Ministry of Justice, Members of Parliament, NAC, Zambia Law Development Commission (ZLDC) and other relevant stakeholders to develop a strategy on amending the 22 pieces of legislation.

## **Objective 2:        *Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response***

Under this objective, SHARe II will strengthen the capacities of HIV/AIDS coordinating structures in both the public and private sectors, selected umbrella civil society organizations and Chiefdoms to coordinate, manage, and implement the national and community-level HIV/AIDS responses, through provision of technical assistance including supporting expansion of successful evidence-based interventions and use of best practices across sectors, and advising on the most efficient and effective use of resources.

### **1.        Strengthen the capacity of NAC to coordinate the national response**

Zambia in 2010 developed a national strategic framework, a national operational plan and a monitoring and evaluation plan to run up to 2015. The NASF is implemented at the local level through the Provincial AIDS Task Forces (PATFs) and District AIDS Task Forces (DATFs). Although Zambia has a generalized HIV/AIDS epidemic, the epidemic has been shown to show geographic heterogeneity and differs from region to region and district to district, particularly in terms of prevalence and risk factors. Given this situation and with SHARe II support, NAC has revised original plans to implement the NASF at local level and agreed instead to allow each district to develop its own HIV/AIDS strategic plan to enable them to be more responsive to local needs.

#### **Support to NAC around DATF Strategic Planning Processes**

During the quarter under review SHARe II and NAC shared work plans and developed a harmonized joint work plan for 2011 to ensure that SHARe II's work in this area is both in line with responsive to project deliverables and NAC's plans. SHARe II also successfully facilitated the bringing together of stakeholders

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involved in supporting the PATFs and DATFs in strategic planning processes, leading the development of one agreed standardized framework to be used by all PATFs and DATFs in strategic planning. Following this, SHARe II facilitated the development of standardized planning guidelines for the strategic planning framework, working with other stakeholders.

Also during the quarter under review the SHARe II team provided technical assistance to NAC during the review of the Joint Annual Program Review (JAPR) data collection tools.

## **2. Strengthen capacities of PATFs & DATFs to coordinate the provincial and district level response**

After the United Nations Volunteer program on HIV/AIDS which supported the Districts AIDS Coordination Advisors (DACAs) ended in 2009, the transition of staff from UNDP to NAC took long and resulted in high staff turnover due to uncertainties about job security. This resulted in the recruitment of new personnel with different professional backgrounds and with little or no experience in the HIV/AIDS response management and coordination.

### **Support to PATFs and DATFs: DACA and PACA Orientation**

During the quarter under review SHARe II, working in collaboration with NAC, developed the PATF/DATF orientation guidelines to help to train and orient the current DACAs and PACAs in their roles and responsibilities and also provide basic training in HIV/AIDS to enable them provide better coordination of local HIV/AIDS responses. This is a short-term response to the currently prevailing HIV/AIDS Coordination challenge at the local level. In the longer term, SHARe II will work collaboratively with NAC to find an institution to partner with to provide training entry-level and refresher training to DACAs and PACAs

Also during the quarter under review SHARe II responded to a specific request from Kafue DATF and oriented Kafue DATF executive committee on their roles and responsibilities and DATF mandates.

## **3. Strengthen the capacity of civil society organizations to coordinate HIV/AIDS response in their sector**

Some of the most significant achievements in the response to the HIV/AIDS epidemic in Zambia have been made through civil implementers. Building on work began under SHARe I, SHARe II will continue to work with national umbrella civil society organizations, associations, and chiefdoms to improve institutional capacity to coordinate, manage, and implement the national HIV response. A package of support that includes support to conduct OCAs, and based on the findings, technical assistance to improve capacities will be provided to partners. Additionally, quality monitoring and support through performance standards, capacity building, certification, membership and coordination with AIDS task forces, and building resource mobilization skills will be provided.



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## Support to the Network of Zambian People Living with HIV – NZP+

The Network of Zambian People Living with HIV/AIDS (NZP+) is a national organization for the people living with HIV/AIDS. Established in 1996, it aims to improve the quality of life of people living with HIV and AIDS by pursuing three issues, namely; support, communication and representation of the people living with HIV/AIDS. NZP+ is a non-profit making non-governmental organization registered under Section 7(I) of the Zambian Societies Act. NZP+ has grown from a group of 28 members in 1996 towards a national network of approximately 90,000 PLHIV (3,500 support groups) in all the 72 districts of Zambia.

Currently, NZP+ and by extension a large proportion of the PLHIV response is under threat because the organization has no funding, is quite unable to manage itself, and its public image is poor and so dented that it has lost the goodwill of many potential donors. However, in spite of this situation, NZP+ remains a critical stakeholder in the fight against HIV/AIDS.

During the last quarter SHARe II held strategic meetings with NZP+ aimed at ascertaining the extent of its problems and hopefully transforming it into a viable institution that can live up to the expectations of its membership and other stakeholders. The following activities have been agreed upon between SHARe II and NZP+:

- Organizational Capacity Assessment and development of the NZP+ Capacity Development Plan based on findings from the OCA
- Development of the NZP+ 2011 -15 NZP+ Strategic, with clear vision, mission, objectives and strategies and development of the NZP+ Operational Plan
- Development of the NZP+ Monitoring and Evaluation System with indicators and targets to facilitate performance measurement
- Support to develop the NZP+ resource mobilization plan
- Support to improve leadership and governance procedures
- Support in the revision of the NZP+ Constitution, Structure and Staffing, including resuscitation of NZP+ Board sub committees

During the quarter under review SHARe II worked with key stakeholders to develop the NZP+ OCA tool and conducted the baseline OCA for NZP+. Based on the evidence and findings from the OCA, where possible and feasible, SHARe II provided ongoing support and mentorship to bridge identified weaknesses/gaps. SHARe II also supported NZP+ to develop an action plan at the end of the OCA process, including plans for strategic plan and operational plan development.

During the next quarter the OCA report will be completed. The strategic planning process will be conducted, the report written and shared with key NZP+ stakeholders. The process of operational planning will also be initiated.

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### **Objective 3:      *Strengthen and expand HIV/AIDS workplace programs;***

Under this objective, SHARe II will expand access to workplace programs in the public, private, and informal sectors, and foster linkages and referral systems with community-level partners and implementers to expand access to HIV prevention, care, support and treatment services for employees, dependents and where feasible, to defined outreach communities, to reduce HIV-related employee absenteeism and, ultimately contribute to increased productivity.

A key lesson learned from SHARe I is that management buy-in is a critical ingredient for successful workplace HIV/AIDS programs; a key aspect of the SHARe II approach is to obtain senior management buy-in for workplace HIV/AIDS programs both in the public and private sectors.

#### **Engaging Leadership for an Enhanced Workplace-based HIV/AIDS Response**

SHARe II intends to support sustainable HIV/AIDS workplace programs and has engaged strategic partners' right from project start-up towards this goal. During the quarter under review, SHARe II has continued its dialogue with partners aimed at obtaining high-level buy-in, focusing on mobilizing leadership at both organizational and Labor Union levels as a way of strengthening management and leadership involvement in HIV/AIDS workplace programming. Introductory meetings have been held with the Ministry of Labor and its strategic partners (International Labor Organization (ILO), Zambia Federation of Employers (ZFE), Public Sector Management Division (PSMD) and Zambia Congress of Trade Unions (ZCTU) to discuss leadership engagement and involvement in the HIV/AIDS response. This discussion so far has agreed on strengthening the HIV/AIDS response in the workplace by creating credible coordinating mechanisms and allowing HIV/AIDS to be included on the agenda of the tripartite forum to which SHARe II has been appointed.

#### **Defining the SHARe II HIV/AIDS Workplace Programs Core Package**

During the quarter under review, SHARe II has began working collaboratively with the Public Service Management Division (PSMD) which coordinates the Public sector HIV/AIDS programs and the Zambia Federation of Employees to define and build common understanding about what constitutes an HIV/AIDS workplace program. The project first sought to define the workplace HIV/AIDS programs' coordination roles of these institutions and realign their programs to meet effective program coordination responsibilities. These institutions were playing a double role implementing and coordination, which compromised the quality of programs. The Zambia Federation of Employers is poised to take the role of coordination that Zambia Business Coalition was doing in the private sector HIV/AIDS workplace programs, while PSMD coordinates the Public HIV/AIDS workplace programs. Besides defining their coordination roles SHARe II has also engaged the partners in determining a core package of services and programs for workplace programs. This work includes the development of a workplace peer education program including the development of training packages - a workshop has been arranged in the next quarter to complete this work.

#### **Revision and Standardization of Peer Educator HIV/AIDS Training Materials**

SHARe II and its supported stakeholders have agreed to review the current training materials for peer education in the workplace and a workshop is planned for the next quarter. There has been common understanding among partners that that there are a lot of trainings going on by different organizations on

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peer education and other HIV related topics, but also that there is no uniformity of the training materials used, making it difficult to assess quality of information or training standards. The review is aimed at establishing a standardized peer education curriculum that integrates the gender and sexuality approach in HIV/AIDS training, and promotes greater involvement of PLHIV in workplace HIV/AIDS programs.

## **1. Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector**

SHARe II will support the private formal and informal sectors to implement quality workplace HIV programs with increased focus on HIV prevention. Integral to these efforts will be support for sustainability and hand-over, encouraging supported partner workplaces to increase their investment over the life of SHARe II.

### **The Tourism HIV/AIDS Public-Private Partnership**

SHARe II initiated re-engagement discussions with the old PPP partners during the quarter. The partners requested to have a new crop of peer educators trained, and the following partners have selected staff for training in the next quarter; Tujatane Community school, River club, Bush tracks, Wasawange lodge, Kubu crafts, Tongabezi, Sun hotels, and Jollyboys back-packers. New partners who will send staff to be trained are: Waterfront, Thorn Tree, Protea hotel, and David Livingstone hotel. The training will take into account the core package of services which includes, policy development and implementation, peer educator training and support, program coordination, provision of Information, education and communication materials, programs to address HIV/AIDS with a comprehensive package of services either on site or through referral. Besides our work with the local outreach communities of Mukuni and Simoonga villages, the partners have also requested that we extend program to Sinde Community, near Simoonga village, where most of the lodges along the Zambezi river draw their staff from. Based on the Simoonga village experience in SHARe I, the companies see the value of strengthening the HIV/AIDS response in their surrounding communities.

### **Support to Wilderness Safaris Zambia Workplace HIV/AIDS Programs**

SHARe II has re engaged with Wilderness Safaris Zambia (WSZ) to implement workplace HIV/AIDS programs. Wilderness Safaris is a conservation organization and ecotourism company dedicated to responsible tourism throughout the areas in which it operates in southern Africa. Its goal is to share these wild areas with guests from all over the world, while at the same time helping to ensure the future protection of Africa's spectacular wildlife heritage and sharing the benefits of tourism with local communities. SHARe II has in the period under review worked with WSZ to re-plan their workplace HIV/AIDS programs to include health and wellness programs. The new plans include other health talks and sporting activities.

WSZ has seasonal workers who can only be accessed during the dry season. SHARe II with management of Wilderness therefore conducted peer education training for their staff during this season. SHARe II trained ten staff and eight managers as peer educators. The strategy for training managers is aimed at facilitating management involved in the programs. By training together with the peer educators in some aspects of the program, the managers understand the goal and the needs of the program and can provide appropriate support. The management training was for a shorter period and was aimed at developing supervision skills among the managers to conduct support supervision and technical support to the peer educators, whereas the peer educators underwent full training for a longer period – training conducted separately from

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management allowed for more free participation for the peer educators. WSZ has one of the most supportive managements and one of the most successful and effective workplace HIV/AIDS programs.

### **Support to Local NGO Partners - LEAD and ZHECT**

In strengthening the HIV/AIDS workplace programs in the Private sector, SHARe II works with LEAD Program - Zambia Ltd (LEAD) and Zambia Health Education and Training Trust (ZHECT). LEAD focuses on the informal sector and ZHECT focuses on large to medium-sized enterprises.

LEAD received their funding and worked with informal sector and small enterprises to provide technical support to implement HIV/AIDS workplace programs and build entrepreneurship skills, to enable these small businesses to appropriately respond to HIV/AIDS and manage successful businesses. During the period under review they have been able to conduct a TOT for 12 people who will help in the roll out of the training programs for the identified communities. LEAD has planned to roll out the training in business entrepreneur skills and HIV/AIDS in the informal sector businesses in the next quarter. ZHECT delayed in getting their funding to carry out workplace interventions in the workplace due to a pending audit. Arrangements for the audit have now been finalized and ZHECT is now on board and has received funding to begin programs.

## **2. Expand and replicate efforts in the public sector including continued support and expansion to additional line ministries**

The public sector response to HIV/AIDS in Zambia has been extremely slow and lackluster. SHARe I supported implementation of workplace HIV/AIDS programs in 4 out of 23 line ministries. A key lesson learned from this experience is that the lack of a public sector HIV response strategy and related policies are significant barriers to the response. Additionally, public sector workplace HIV programs that did not have committed management struggled, whereas those that did thrived. SHARe II will leverage SHARe I success in supporting the establishment of the Inter-Ministerial Stakeholders' Forum (IMSF), and supporting the 22 line ministries to mainstream HIV into their plans and programs. Additionally, the launch of the Strategy for the Prevention and Mitigation of HIV in the Public Service in 2009 and the availability public sector HIV funding from the Global Fund are building blocks for sustainable and effective public sector workplace programs.

### **Public Sector Workplace HIV/AIDS Programs in Ten SHARe-supported Line Ministries**

SHARe II will work with 10 ministries (Ministries of Home Affairs, Agriculture and cooperatives, Labor and Social Security, Tourism Environment and Natural Resources, Works and Support, Transport and Communications, Justice, and Gender in Development Department, Finance, and Commerce). The Ministries of Finance and Commerce were added to the original 8 because of their strategic importance in funding for workplace HIV/AIDS programs (MOF) and some oversight over new workplaces through award of new investment contracts (MOC). Initial discussions with all the ministries have been done and there is notable excitement among the ministries about the prospects of working with SHARe II to improve their programs. Discussions have now been completed with the partners. Review of their current HIV/AIDS workplace programming has also started so as to re align the interventions with new strategic thinking of development and establishments of core packages of programs and services that are relevant to workplace programs. The Public Service Management division has been involved in the discussions and meetings have been arranged

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for PSMD to interface with the ministries where they will be able to share the public sector strategic implementation framework. The ministries and PSMD have agreed to review this strategic and implementing framework and see how it fits into the current strategic thinking of HIV/AIDS workplace programs. The ministries are still taking inventory of the number of people they have trained as peer educators to determine the attrition rates and plan possibilities of training new ones or retraining the old ones depending on the current motivations among the people they have trained so far.

### **Peer Educator and Gender and Sexuality in HIV/AIDS (GESHA) Training: Zambia Police Service**

In the ministry of Home Affairs, SHARe II conducted training for Zambia Police on integrating the gender and sexuality approach to HIV/AIDS programming. The training was aimed at police spouses from the senior ranks in the camps so that they could help in coordinating the HIV/AIDS response at camp level. This is in line with the Police command program coordinating policies within the ranks of their officers. 150 spouses were trained for three days and were drawn from Lusaka police division, Lilayi and Paramilitary training schools and spouses of senior police who do not necessarily live in the camps and provide a leadership role in the police social activities among police spouses. The GESHA program has integrated the gender and sexuality approach into the workplace HIV/AIDS program to greater effectiveness, by providing a 'safe haven' where discussions on gender, culture, and sexuality can openly take place between workmates, couples and community members, without fear of sanctions from cultural standard-bearers. GESHA has allowed open discussion of the drivers of the HIV/AIDS epidemic in Zambia, including multiple concurrent partnerships, alcohol abuse, and sexual violence against women and girls, in the context of the gender, sexuality and the cultural environment and has assisted workplaces and communities to come up with HIV interventions that are relevant to their local situations to address the drivers of the HIV/AIDS epidemic, and come up with collective and individual actions to reduce vulnerability to HIV.

#### ***Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders***

Under this objective, SHARe II will provide technical assistance to GRZ through NAC to improve collaboration and coordination of the HIV/AIDS response across multiple partners and stakeholders, including providing support for joint-planning, developing and maintaining a monitoring system that will track leadership, legal and policy environment strengthening, coordinating structures strengthening activities, and support to improve monitoring and evaluation for national HIV/AIDS activities.

#### **1. Support Joint Planning with and Buy-in of Programs of HIV Implementers and Stakeholders to GRZ Plans and Strategies**

With a mature HIV/AIDS epidemic that has stabilized at a very high HIV prevalence rate, and with limited resources to manage the response, there is a high premium on efficient and effective response coordination and management to ensure quality and equitable service provision to PLHIV and those affected by the epidemic, and to break the cycle of HIV transmission and prevent new infections. To achieve this, there is need to have a clear and publicized HIV/AIDS response strategy, backed by an effective system of

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communication and information flow between the MOH and NAC on the one hand and other key stakeholders in the response including donors, NGO implementing partners, civil society, the private sector and the public sector.

SHARe II believes that some of the current coordination and management challenges in NAC are related to inadequate communication with donors, implementers, GRZ and other players. We will support NAC to host regular stakeholder meetings (2-3 times per year) at the national level and in selected focus districts to provide updates on the state of the national and local HIV/AIDS responses, respectively, and gather input from participants to help improve performance.

The expected result from this support is that donors, implementers and other key players in the response, at both national and sub-national levels, will become more aware of the policy, strategic, operational expectations and milestones of NAC in the HIV/AIDS response, and align their policies, strategies, and action plans to NAC through joint planning, and regular and improved communication.

### **Support to NAC Coordination of the National HIV/AIDS Response**

Shortly after the start-up of the SHARe II project, the SHARe II COP, DCOPs and senior project staff paid a courtesy call on the NAC Director General. At the meeting, it was agreed that there was need for the SHARe II project to develop a concept paper explaining its scope of work and in particular, the scope of related to proposed collaborative work with NAC. It was later agreed that it would be helpful to have a presentation of the project activities to NAC and its staff to facilitate smooth implementation and collaboration.

During the previous quarter, SHARe II staff made a detailed presentation of the project to the NAC senior management and NAC staff, including the NAC Director General. The main objectives were as follows:

1. Present the SHARe II project Scope of Work to NAC
2. Identify and agree common areas of programmatic implementation
3. Identify and agree areas of collaboration
4. Agree on areas where NAC requires enhanced SHARe II support

During the meeting, the NAC DG explained to the NAC staff that the SHARe II scope of work is in conformity with the National HIV/AIDS Strategic Framework (NASF 2011-2015), and the National operational Plan (NOP), and is part of the USG and GRZ Partnership Framework.

During the quarter under review SHARe II had meetings to expand on the activities agreed on previous discussions. A key outcome of these discussions is that the NAC DG has now authorized SHARe II to develop a concept paper on the implementation of the HIV/AIDS Stakeholders Forum. Importantly, we believe this would facilitate development of current and concise updates on the state of the HIV/AIDS response in Zambia to use to advocate for increased resource allocation by Parliament and GRZ, for the national HIV/AIDS response. The first HIV/AIDS Stakeholder Forum is planned for the next quarter.



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### III. Monitoring and Evaluation

During the quarter under review, two staff joined the M&E unit as the M&E manager and M&E specialist in June. These staff worked with the Director to meet with Technical staff to discuss current and future work, refining the indicators that were submitted in the original M&E plan and develop process to be used in the project. Each of the four Task teams has a dedicated M&E staff member assigned, acting as part of the technical team which will integrate the M&E as part of all project activities. SHARe provided technical support to external partners and to technical units within SHARe as follows:

#### Support to SHARe II Partners

**NAC:** During the quarter, the SHARe II M&E unit provided TA and continued to support the NAC M&E directorate as a participant in the M&E Theme group, and holding an introductory meeting between SHARe II and the M&E Unit.

**LEAD:** The M&E staff worked with LEAD to develop data collection tools used in LEAD's Biz-AIDS trainings both for their Train the Trainers and Training of Workers workshops. Staff also attended the TOT training which took place in Lusaka in May, 2011.

**ZARAN:** An initial meeting was held to discuss M&E plans and possible skills training that could be provided, follow up will take place in subsequent quarters.

**ZINGO:** The SHARe M&E unit provided TA and continued to support ZINGO in designing the evaluation study and terms of reference to be used in hiring a consultant to conduct an internal evaluation of ZINGO's strategic plan.

**ZHECT:** A series of meetings have been held with the M&E unit to discuss current data collection activities ZHECT has with their other granting partners and training needs. SHARe II staff will work with their database manager to customize their current data collection database for submission of indicators to reflect SHARe II funding.

#### SHARe M&E In-House Support Activities to SHARe II

**M&E Plan and Indicators:** During the period under review the M&E unit worked on revising and clarifying the indicators that SHARe II and its partners will collect. The technical staff will review these revised indicators in Quarter 3 and a reviews M&E plan will be submitted to USAID. Data collection forms for both partners and the Secretariat were drafted and will be used for data submission in Quarter 3.

Training materials are being developed on Monitoring and Evaluation, which will be used as presentations and hands on workshops with a variety of audiences including internal SHARe II staff and its partners

Development and technical requirements have been established to build a data management system to improve SHARe II's efficiency in program management, which will include data collection, analysis and reporting. This data management system will complement a set of tools and indicators that will be

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developed. The data management system will be used to support the data collection and program management needs of the project staff.

## **IV. Finance and Administration**

### **Contract Award, Planning & Budgeting**

The contract was signed by USAID on November 9, 2010 and by JSI on 15 November 2010. The obligated amount received on award is \$5,950,000 and this is expected to fund the project beyond November 2011.

### **Start Up Delays**

The project is still experiencing a number of delays that are hindering a smooth and speedy project start up. These delays are related in most cases to the lengthy process for receiving the USAID approvals required under the terms of the SHARe II contract. Particularly now, these relate to delays in approval to purchase non-expendable equipment and most critically, computers, networking and internet equipment which are still pending approval. The delay in procurement is severely hindering a smooth start up and will impact on JSI's ability to meet Project deliverables. A summary update of approvals – both received and pending are included in Appendix 1 this report.

### **SHARe II Work-Plan**

SHARe II resubmitted the Annual workplan including the proposed detailed travel schedule for the year to USAID on June 13, 2011. No formal feedback has yet been received but SHARe II is proceeding with activities contained in the workplan pending any feedback from USAID.

### **Staffing and Recruitment**

#### **Key Personnel**

All key personnel remain in post and no changes in key personnel are envisaged in the foreseeable future.

#### **Other Local Hire Staff**

Most of the local hire staff positions have now been filled and, if not already in post, the remaining staff members are due to join in the forthcoming month. The posts remaining to be filled are as follows:

*Office Assistant and two Drivers:* Since the new vehicles arrived in country most drivers have been recruited but recruitment is still in progress for the final two driver positions, one of which is awaiting salary approval from the Contracting Officer. The former office assistant has been recruited as a driver and the recruitment process is now ongoing to hire an office assistant. The project has hired a cleaner through a cleaning company in place of the second office assistant budgeted in the task order.

*Policy Manager:* There were no suitable applications for this position. SHARe II now has a good Senior Manager Policy & Legislation and a good Legal Manager in place such that the work-load for the time being is



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well covered. SHARe II will re-advertise and continue the search in the coming months with input from the current team members on gaps to best assess the skill-set requirements for this position.

*Communications and Documentation Manager:* The recruitment process is ongoing for this position.

## **Project Offices**

SHARe II moved into the project offices during the reporting period and has procured most of the required project furniture. The project address is: Stand # 45/5/B, Incito Office Complex, Reedbuck Road, Kabulonga.

## **Procurement: Vehicles and Equipment**

### **Project Vehicles**

One Toyota Hilux was procured, received and registered during the period. The seven Toyota Prados ordered, were also delivered to Zambia. SHARe II has received 5 of these and completed the registration process. The remaining two are still with Toyota Zambia awaiting Pre-Delivery Inspection (PDI) and clearance.

### **Computers and IT requirements**

SHARe II has submitted a request for approval of non-expendable property including computers, printers, servers, installation of LAN, telephone network, and software, to USAID and is still waiting for approval to go ahead with this procurement. Following an RFP and evaluation process for much of the same procurement, a contractor has been selected and a request for consent to subcontract, as requested by the former Contracting Officer, has also been submitted to USAID for approval.

In the meantime SHARe II only procured a small number of computers which were requested early in the project to enable rapid start-up and M&E requirements for which approval was granted in the previous quarter. Many of the current SHARe II staff on board do not have access to a project computer, and the project is utilizing temporary internet access arrangements.

## **Sub-Partners**

### **Local Sub Partners: ZHECT, ZINGO, LEAD Zambia, ZARAN**

Grants to ZINGO, LEAD and ZARAN have been ongoing from 1 March 2011.

Whilst the grant agreement with ZHECT was signed as of 1 March there was a delay in funding advances pending an outstanding audit issue. JSI had advised ZHECT under SHARe I of the need for ZHECT to contract an audit in accordance with USG guidelines when their USG expenditure exceeds \$300,000 in any fiscal year. At the end of SHARe I, JSI had approved the Scope of Work for an audit for the two year period in question and understood that these audits were underway. Since the start-up of SHARe II it became clear that the audits had not yet taken place and ZHECT felt they were unable to conduct such audits because other the other significant prime partner was not able to contribute any costs towards this audit.

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USAID have assisted by clarifying the requirements to other prime partners and further to communications regarding the same, JSI feels confident that the stipulated audits will now proceed. On this basis, funding has been released to ZHECT this month (July 2011) to enable activities to continue. Once all procured vehicles have been cleared and registered the vehicles assigned in the budget to ZHECT and ZARAN will be handed over to them in the forthcoming period. The other computer equipment approved in each of the sub-partners budget is included in the NXP request to USAID which is still pending approval.

## **Finance-Tracking**

### **Expenditure Analysis of PEPFAR Programs in Zambia**

SHARe II was selected to take part in a pilot Expenditure Analysis of PEPFAR Programs in Zambia directed by the Zambia PEPFAR Coordinator's Office. SHARe II has reviewed and provided feedback on the guidelines and draft tools, attended meetings on the same and is preparing the analysis reports for the period 9 November 2010 (project start date) to 31 March 2011 for submission by 5 August 2011. SHARe II is also revising some of its internal tracking systems and tools in anticipation of this reporting requirement in the future.